

CareerFocus™

Think You're
**TOO BUSY, TOO OLD,
TOO FAR BEHIND TO**
Go Back to College?

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Scripting a
Creative Career
in Film and Video

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Medical Assisting:
Fastest Growing
Career Opportunity
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Krystal Webb and
Brooke Duvall,
HCC Medical
Assisting students

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CareerFocus™

Features

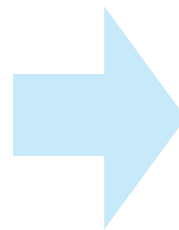
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10 HAYWOOD COMMUNITY COLLEGE PROGRAMS A-Z Make a Smart Choice



On the cover:

Krystal Webb and Brooke Duvall, HCC Medical Assisting students, choose to drive to HCC from a neighboring county to get the education they need for a career in the fastest growing field in North Carolina.



Think you're TOO BUSY, TOO OLD, TOO FAR BEHIND TO GO back to college? Find out why you're wrong.



No Time Like the Present

Every year about six million adults head back to college. They range in age from 25 to 65 and sometimes beyond. Students once referred to as “non-traditional” are becoming more and more common on campuses. In fact, the over-40 college student is the fastest growing segment in higher education.

The reasons can range from a layoff to a promotion to a long-deferred dream. There is no doubt that getting a college degree gets a bit more complicated with kids, mortgages and day jobs, but most adult students discover it's well worth it.

Are You Happy?

Many would-be students aren't clear on a direction yet. They might not be happy with their current job, they might know they want something else but they're not sure what it is.

If you find yourself in a job that neither pays the grocery bill nor feeds your spirit, it's time to start asking yourself “what's next?”

“Pay attention to the warning signs,” says Rene Carew, a personal coach and the author of *The Complete Idiot's Guide to Discovering Your Perfect Career*. If you hate getting up in the morning, constantly feel bored at work, feel tired, sluggish, drained, these can be signs that something isn't going right in your life and it could be your job.

Explore Your Options

If you realize that you're complaining all the time, losing confidence in yourself and feeling unappreciated and unrecognized, something is definitely wrong. Carew recommends keeping a journal for a while to help you recognize the patterns. If it becomes clear that your job is the problem, it's time to act.

Your decision to return to school probably is going to be the result of some soul-searching. The first step is to explore – yourself, your values, skills and interests, your hopes and dreams. Then explore the job options that fit your goals. And if the result is a career that requires more education, start planning how you can make that happen.

Find the Silver Lining

Other times, you don't get to make the decision to leave a job. If you're laid off, you have a whole other set of emotions to explore. “It's happening to so many people,” says Carew. “It's hard to find someone who's never been laid off.”

“Don't blame yourself, don't try to go it alone and don't deny the pain,” she says. A major life change like a job loss has three distinct phases you'll need to proceed through to come out successfully at the other end: an ending, a transition and a new beginning.

Mourn the loss but also remind yourself of all the other things that are still intact: friends, family, your

skills and experience. Then take time to explore the next move and prepare for another job.

Find the Money

“Going back to school really is an investment in you,” says Kelly Tanabe, co-author of *501 Ways for Adults Students to Pay for College*. “If you're changing careers, you're making an investment in a career that you enjoy more,” she says. “But even if you're staying in the same profession, you're making a financial investment that will pay off in a better salary after you finish your degree.”

Tanabe became an expert on financing college by funding her own Harvard education with scholarships. “When I got my college acceptance letter I was really excited- then I looked at my parents and we both said ‘How are we going to pay for this?’ I became a fanatic about applying for scholarships and ended up funding my education—\$100,000 worth—and graduating debt free.”

Not Just for Kids

Although it's a little bit harder to find scholarships for adult students – the money is still out there, she says. Make sure that you investigate the numerous scholarships available from private sources such as professional organizations, corporations, schools and colleges. Web sites such as Tanabe's supercollege.com are a good place to start your search. Don't forget to check your local newspaper, talk to your college instructors and your counselors for leads too.

Just as important, take time to fill out a FAFSA (Free Application for Federal Student Aid). It's available online and at any college financial aid office. “No matter what you think your financial situation is, the

FAFSA taps you into over \$129 billion available from the federal government to pay for college,” says Tanabe. Some of this money comes in the forms of grants, which don't have to be paid back and some in the form of low interest loans, which do have to be paid back.

And there are some advantages to being older and having a job. If you're working while you go to school, many businesses will fund all or part of your tuition if your classes relate to your current profession.

Keep All Those Plates Spinning

Here's the truth – it's not going to be easy. School takes commitment. You're going to have to make some serious decisions about your time and money. Can you find the money to quit your job and go back to school full time? Should you work part time? Do you have to work full time and fit in classes at night? When will you study?

In some cases it might be worth it to live frugally for a couple years so you can benefit from that degree as soon as possible. Other times, a more measured pace makes sense. Ask yourself, “How much happier will I be? Do I need this degree sooner rather than later? How much will it change my life?” recommends Tanabe.

Sit down with your family and talk about it frankly; get everyone on board – explaining why you're doing this and ask them to pitch in, maybe by doing more chores and expecting fewer vacations for awhile. **CF**

Helpful Web sites for adult students

Adult Student Center – Specifically for adult students returning to college: www.adultstudentcenter.com

Changing Course – Discover the right career for you: www.changingcourse.com

Free Application For Federal Student Aid – All you need to apply for Federal grants and loans: www.fafsa.ed.gov

Super College – Find out about scholarships and plan your return to college: www.supercollege.com

America's Career Info Net – Tons and tons of great information on careers and college: www.acinet.org

By Laura Lyjak

Lights, Camera, Action.

Scripting a Creative Career in Film and Video Production



HCC Student Michael McCoy uses a glidecam while shooting footage on the campus.

M

ichael McCoy wants to make movies. For years, he has drawn action comic books and sees filmmaking as his next step in exploring sequential art. Currently a part-time student in the Film and Video

Production program at HCC, McCoy is learning the skills he needs to accomplish his dream. He is now a general construction contractor with a full-time job. He says, "Many of the organizational and pragmatic skills of construction serve me well in filmmaking." McCoy admits that it is going to take him a while to get his degree—he takes one course each semester—but he is determined that he will direct a feature film one day.

According to Cheryl Fulghum, HCC film and video instructor, we live in a highly interactive media world where home movie-making and airing on YouTube is a common pastime. "Telling stories digitally is an art form. Using the medium responsibly and appropriately is learned. All of us

have creative ideas, but learning to convey those ideas visually in a way that makes sense and has meaning is a powerful thing," she said.

First year students and twin brothers, Jordan and Josh Underwood want to eventually have careers in the film industry. Josh said, "I can see myself editing for feature films." Jordan has a more idealistic view of the field, "Expressing myself through film is an art, and I love art," he said.

Graduates of the HCC program can capitalize on North Carolina's unique position in the filmmaking industry. The state of North Carolina is one of the top ten U.S. location destinations for film and television productions – a position it's held for more than 20 years.

According to the NC State Film Office, the state has attracted more than 800 motion pictures, 15 network and cable television series, and thousands of national and regional television commercials bringing in over \$7 billion in production revenue

since 1980. The North Carolina filmmaking industry includes seven full-service studio complexes, 5 production centers and a crew base of approximately 2,000 professionals to provide a film-friendly backdrop for a production of any size or budget.

The state boasts an exceptional variety of locations ranging from the tallest mountain peak in the Eastern U.S. to 300 miles of coastline. Most recently North Carolina served as the setting for *Talladega Nights: The Ballad of Ricky Bobby*, *Leatherheads*, and *Nights in Rodanthe*.

According to filmschools.com there were about 357,000 jobs in the motion picture and video industries in 2006 and wages in the industry are projected to grow 11%—twice the growth expected in other industries.

The industry can be broken down into preproduction, production and postproduction phases.

Preproduction is the planning phase, and includes location selection, set and costume design and construction, casting, budgeting and scheduling.

Production is when the actual filming is done, involving actors, cinematographers, camera operators, sound engineers, and lighting technicians.

Postproduction includes editing and recording which shapes the film into its final form.

Many jobs cover all three of these areas. "Part of the lure and charm in choosing this profession is the variety. The spectrum of what you might be doing day to day is amazing—from biotech videos to commercials—you just never know," says Dylan Crouch, 2007 Film and Video Technology graduate.

- **HCC's Film and Video Technology program is fully accredited.**
- **Tuition at HCC is a fraction of what tuition is at privately-operated film schools.**

The program

The Film and Video Technology program provides hands-on production opportunities for students to learn both the creative and technical aspects of filmmaking.

Students will focus on the importance of teamwork and responsibility by working on group projects. Time is spent mastering tools and gaining sound knowledge. Students receive practical experience in filmmaking and hands-on experience in an exciting creative community.

Fulghum says, "The goal of the program is to equip students with first, the basics of camera and editing techniques, and then to give them time, space and opportunity to work on projects that interest them. Once they have the "how", they can explore their own "what" and "why". I stress that without a foundational understanding of the "how," the "why" doesn't mean much. An employer doesn't simply want to hear your ideas; he or she wants to see them. That's the difference between a hobbyist and an artist."

HCC Film and Video Production Technology students train on new High Definition cameras and new



Students learn about and gain hands-on experience with the various support systems and structures to be used in various lighting situations.



Editing Suite

Students gain first-hand experience in editing film in a Mac-Based computer lab. Following is a list of the software that they use in this process.

- Final Cut Pro
- Final Draft
- DVD Studio Pro
- Soundtrack Pro
- Live Type
- Motion



A first year student, Luke Lamar, works at an editing station in the Film and Video Production department.

camera support tools including a Glidcam X-10 and a Miller Projib/Dolly system. Students also benefit from new studio space where they learn to make the movies they want in a friendly, creative atmosphere. Students gather the skills and master the tools they need to succeed in the industry, all for a fraction of the cost of other film schools.

The Film and Video Production Technology program awards an Associate in Applied Science Degree. The Associate Degree is a fully accredited degree. Also available is a certificate in Video Editing and Post-Production Operations. This certificate prepares students to be able to assist with editing and other post-production requirements. The certificate is offered to the student who may not be able to spend the required time to obtain the AAS

degree but who wishes to gain the expertise and education in their field of study.

In the past, students enrolled in either the degree program or the certificate program have had the opportunity to participate in the 48-Hour Film Festival in Asheville. The 48-Hour Film Festival is a filmmaking tour visiting over 50 cities both national and international. In addition, students gain experience working on various projects on the HCC campus. Current students just completed a documentary about Junaluska Elementary School's history

and this past January students filmed a live show about the early history of Haywood Community College. Past students have completed various films including *Crazy Mary* and *Uncle Albert*. **CF**

"I'm glad I came into the program when I did. I think it's a really interesting subject and has many practical applications to it. If someone wants to decorate their house, they'll know something about lighting. If they go into music, they'll know something about sound. In any field, there's bound to be instructional videos. We learn how to do that. I can use what I've learned here to pursue my ambition of creating movies that will make an impact."

**- John Buckner,
student to graduate Spring '09**

Twin Paths Lead to Success

Matthew Yates and Tighe Wachacha met on the first day of class at HCC. By the end of the first month, they had bonded. Today, three years later, they are getting ready to launch their own video production company, Twin Path Productions, LLC. The name of the company reflects the fact that the two of them picked the same path to success. "We are now doing exactly what we want to do," they said.

Upon graduation in 2007, Yates and Wachacha began working full time shooting and editing video for Wheels Through Time, a motorcycle museum in Maggie Valley, NC. "Everyday is different," said Wachacha, "We might do a story about a motorcycle in the museum one day and then the next we interview an interesting visitor to the museum." The video is shown on the museum website.

"We are fortunate that our employer believes in the importance of preserving heritage that may have been forgotten," said Yates. "We love telling stories with film whether its ours or someone else's."

At the end of November, the museum will close its doors in Maggie, leaving the men free to film their own stories and focus on building Twin Path Productions.

They have already made a step in that direction. During their free time they are doing a documentary about a core group of Cherokee "beloved women" to recognize their contributions to the Cherokee community. The documentary is for the Cherokee Preservation Foundation.

Wachacha and Yates say this is the type of film they enjoy making. "We feel like we are leaving a legacy with each film."

Both graduates are quick to praise Haywood Community College for setting them on their career path.

Wachacha grew up in Cherokee, NC and went to a university in Kansas when he graduated from high school. While there he majored in media arts which whetted his appetite for filmmaking. However, the lure of the mountains soon called him back to Western North Carolina. He said that when he moved back to the area, he was very excited to learn that HCC offered a program in film and video production.



Matthew Yates and Tighe Wachacha

Wachacha said, "Going to HCC is the best thing I ever did for myself. From day one we had our hands on equipment. We got to work with everything, gained experience in filming, sound, lighting, script writing and editing."

For Yates, the path to HCC started when he was young. He said that he always loved movies and was interested in how they were created. For a while he worked in a video store in Colorado and hung out with a lot of film majors from a local university. He said that was where he realized you didn't have to live in Hollywood to make movies.

"My friends told me that at a 4-year university you had to wait sometimes 2 years before you actually got to touch a camera and start shooting film. I was looking for something more hands-on. Literally, the first week at HCC I had a camera in my hand," Yates said.

"As students, Tighe and I both gained valuable real life experiences while helping film two biotechnology training films. The instructors were patient enough to let us learn from our mistakes and even now we sometimes call one of them up and get advice."

The two friends are anxious to choose the stories they want to tell and get started making films. "We feel that in some way we are helping our community when we help preserve stories of historical importance."

For more information about Twin Path Productions, LLC, you may contact Wachacha at (828) 399-1385 or Yates at (828) 582-2406. **CF**

Top 10 Qualities of a Great Filmmaker

- 1. Authority:** They are responsible for leading a team and must command the team to ensure that they are working at their best.
- 2. Communication:** They must be able to clearly articulate what their production goals are.
- 3. Creativity:** They must be able to generate stories, backgrounds, music, and other elements involved in a film production.
- 4. Decisiveness:** They must be able to make firm decisions and stick to them.
- 5. Drive:** They must have ambition and be willing to do whatever it takes to rise to the top of the field and make great films.
- 6. Grace Under Pressure:** They must be able to handle conflict, complications and stress well.
- 7. Open-minded:** They must accept input readily and consider other points of view.
- 8. Problem Solving:** They are able to identify problems and figure out the best solutions.
- 9. Technologically Savvy:** They must be familiar with many if not all of the technological elements that are involved in the film-

making process, and have a grasp on what is feasible and what isn't.

- 10. Vision:** They must be able to see the film from its conception through to its final product and never lose sight of the final goal.

Source: The Film School Directory

Feature

Medical Assisting: Fastest Growing Career Opportunity in NC.

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Do you like helping others? Do you have an interest in health and medicine? Are you a "people person"? Are you good at multitasking - switching tasks throughout the workday? Do

you like variety in your job? Then Haywood Community College has the right career for you. Medical Assisting graduates are all this and so much more. They are caring, compassionate, and versatile. They are multi-skilled and have good communication skills.

Medical assistants give health care a human touch, helping patients feel at ease in the doctor's office and clarifying physicians' instructions. They understand and respect the confidential nature of medical information. Medical assistants enjoy an exciting, challenging career that is essential to patient care in medical offices and clinics.

According to the American Association of Medical Assistants, Medical Assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians running smoothly. Medical assistants are uniquely qualified to serve as a communication liaison between the busy physician and patients. They are known as a patient advocate or health coach.

Medical assistants are in demand!

In addition, Medical Assistants benefit from job security. It is listed as one of the nation's fastest growing careers through the next several years, according to the United States Bureau of Labor Statistics. The career will see an increase of over 35% in employment through 2016. The Employment Security



HCC Medical Assisting student Hannah Bryson takes the blood pressure of a classmate.

Commission of North Carolina lists Medical Assisting as the number one occupation with the fastest annual growth rate for the state.

This can be attributed to a predicted surge in the number of physicians' offices and outpatient care facilities. Employment of medical assistants is expected to grow much faster than the average for all occupations as the

health services industry expands due to technological advances in medicine and a growing and aging population.

Graduates of Haywood Community College's Medical Assisting program

Do you like helping others? Do you have an interest in health and medicine? Are you a “people person”? Are you good at multitasking - switching tasks throughout the workday? Do you like variety in your job? Then Haywood Community College has the right career for you.

are often employed before they even graduate. They find a low learning curve when transitioning from college studies to the work environment.

Clara Parton, a 1998 graduate of HCC's Medical Assisting program, worked at Midway Medical Center for her externship and has never left. She started in medical records and has worked in various capacities such as the front desk and the lab. Currently, Parton is a clinical assistant where she works closely with patients taking vital signs, medical history, and medication inventory.

For Parton, choosing HCC was easy. The college was close to her home which was especially important with a young son. “The instructors at HCC were wonderful and so helpful,” she says. “From my education, I was able to go straight into my job without much training. I was very prepared.”

Parton enjoys taking care of people and gets satisfaction from knowing she's helping someone and making a difference in their lives. She currently works in the Canton Office of Midway with Dr. Kinter.

Another Midway medical assistant, Debra Thompson came to HCC

straight out of high school. She finished the Medical Assistant Program in 1985. She works at the front desk checking patients in and out and scheduling appointments.

“What I learned at HCC helped me with procedures and diagnostics,” Thompson says. “I learned how to deal with different issues. I knew these things before I came to work.”

So... what do medical assistants actually do?

Medical assistants have a great amount of variety in their jobs and are cross-trained to perform many administrative and clinical duties. Of course, duties vary from office to office depending on location, size and specialty. Over half of medical assistants are employed in physicians' offices. They may also work in hospitals, outpatient care centers, educational services, government agencies, laboratories, and nursing care facilities.

Administrative duties may include...

- Using computer applications
- Answering telephones
- Greeting patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing and bookkeeping
- Preparing patients for examination
- Assisting the physician during the exam
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Authorizing prescription refills as directed

Clinical duties vary but may include...

- Taking medical histories
- Explaining treatment procedures to patients
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings **CF**

NEW THIS SPRING Therapeutic Massage

Students in this program will learn deep tissue massage that will affect the muscle and nerves. The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Employment opportunities may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take the National Certification for Therapeutic Massage and Bodywork examination and apply for state license. **CF**



Sarah Fostoff, HCC Medical Assisting student, takes a blood sample for a glucose screening.

Medical Assisting: Fastest Growing Career Opportunity in NC.

The Medical Assisting Program at HCC

Students in the Medical Assisting program at HCC participate in an externship which provides practical experience in physicians' offices, hospitals, or other health care facilities.

Graduates may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants.

The Haywood Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Curriculum Review Board of The American Association of Medical Assistants Endowment (AAMAE).

Julie Douglas, HCC Medical Assisting student has lots of reasons why she decided to enroll in the program. "I know I can make decent money in this field. I have an aptitude for science and I will be able to help people. Plus, there's an excellent chance for job placement."

But there's another reason she is determined to succeed in the classroom and in her career. "I want to make a success of myself. I don't want to depend on someone else. I want to prove to myself that I can get this degree and do something on my own."

Julie says one draw for the Medical Assisting program is that there is no waiting for admittance. Another positive is that at HCC she receives individualized instruction and attention.

"I checked with other colleges but the difference at HCC is in the



HCC Medical Assisting student Brooke Duvall examines a slide under the microscope.

level of one-on-one interaction I receive from instructors and staff," she explains. "From the first time I walked in the door, the people were very caring. And now I am succeeding in school for the first time in my life. I'm even on the Dean's List."

Julie believes the health field is a good way to make a difference in

people's lives. "I want to bring an exceptional level of care to people," she says.

Brooke Duvall and Krystal Webb attend the Medical Assisting program even though they have to travel from a neighboring county to get to class. Both graduated from Erwin High School and visited HCC while still students there. They liked



Medical Assistants are versatile and multi-skilled. They are trained in both clinical and administrative duties.

the more relaxed campus and the smaller class sizes at HCC.

Brooke and Krystal live in the same community and arrange their classes so they can carpool. They both agree that the one-on-one attention they receive at HCC is worth the drive.

Both women say they have always had an interest in the medical field. In high school they both took Allied Health classes and became Certified Nursing Assistants.

Brooke has already completed the Phlebotomy course taught through HCC's Continuing Education Division. She works at Adult Day Services through CarePartners. "I am a people person and a degree in Medical Assisting will allow me to work with people on a daily basis," she explains. "The job will be different every day. It will make me eager to go to work."

Krystal agrees. "I like the interaction with patients and experiencing the different scenarios. I am a hands-on kind of person." **CF**

Other Health Services Programs at HCC

The United States Department of Labor, Bureau of Labor Statistics has identified health care as a national high growth industry. This growth is driven by technological advances in patient care which permit a greater number of health problems to be treated, and by an increasing emphasis on preventive care. In addition, the number of older people who are much more likely than younger people to need care, is projected to grow rapidly.

Haywood Community College works diligently to fill the void of workers in the Health Care industry. Graduates are well respected in the medical community because of a reputation that precedes them.

At HCC, students have several curricular programs available in the medical field in addition to Medical Assisting- Nursing, Therapeutic Massage, Medical Office Administration and Medical Insurance Coding.

Nursing

Students who wish to enter the nursing program at HCC may use the Medical Assisting program as a stepping stone to the nursing program. The Associate Degree Nursing curriculum at HCC provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community agencies.

HCC is a participant in the Region A Nursing Consortium. This consortium consists of Haywood Community College, Southwestern Community College, and Tri-County Community College. These three institutions

serve the seven western counties of North Carolina.

Medical Office Administration

This curriculum prepares individuals for employment in medical and other health-care related offices. Course work includes medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Heather Vella will be one of the first students to finish the Medical Office Administration program this spring. She wants to work in either a doctor's office or hospital.



"I chose the Medical Office Administration program because it will allow me to work in the medical field without having to work in the clinical side of things," Heather explains. "I don't like needles but the field of medicine really interests me."

Medical Insurance Coding

Students at HCC can pursue a diploma in Medical Insurance Coding. The program usually takes three semesters to complete. The Medical Coding Certificate program will prepare individuals for entry-level employment opportunities in the allied health specialty of medical coding. **CF**

Continuing Education Health Services Courses

Nurse Aide I

This 170 hour course prepares students to provide care and perform basic nursing skills for the elderly and other adults. This course consists of classroom, lab and clinical hours. Upon successful completion of the course, the student is eligible to make application for the National Nurse Aide Assessment Program. Students passing the assessment test will then be listed on the North Carolina Nurse Aide I Registry.

Nurse Aide I Refresher

This course is designed to provide individuals with a review of the knowledge, skills, and abilities that must be demonstrated on the National Nurse Aide Assessment Program Examination necessary for listing on the North Carolina Nurse Aide I Registry.

Nurse Aide II

The Nurse Aide II program prepares students to perform more complex skills for patients emphasizing the role of the nurse aide with healthcare team members. Some of the skills covered



include diabetic care, infection control, intravenous site care, and dressing changes for wounds over 48 hours.

HCC offers day and evening Nurse Aide classes. The course consists of 180 hours through a combination of classroom, lab, and clinical work. Among the prerequisites for this class, students must have a current NAI certification with a letter of reference, proof of at least 75 hours of NAI training, and three months experience as a NAI.

Upon satisfactory completion of the course and the final written/lab competence evaluation, the graduate is eligible to apply for listing as a Nurse Aide II with the North Carolina Board of Nursing-Nurse Aide II Registry. Nurse Aide II graduates often find employment in home health care, hospitals, and acute care centers.

Medication Aide

This 24 hour course is designed to meet the training requirements for becoming qualified to be a Medication Aide. The course will cover the six rights of medication administration for non-licensed personnel. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. Students must be currently listed on the Division of Facility Services Listing as a Nurse Aide I.

Phlebotomy

Phlebotomy training prepares students to draw blood specimens from patients

for the purpose of testing and analyzing blood. A phlebotomist's job includes maintenance of equipment used in obtaining blood specimens; the use of appropriate communication skills when working with patients; the selection of venipuncture sites; the care of blood specimens; and the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests. This 207 hour course consists of theory and clinical experiences in performing blood collections. After successful completion of the course, students can register to take the ASCP Board of Registry Exam.

For more information about any of the Continuing Education Health Services programs, please call 828-627-4617. **CF**

Flashback and Fast Forward

How has work changed in five decades?



Anyone with a memory knows that the economy of today will not be the economy of tomorrow.

By Laura Lyjak

Not only are there good times and bad times but new job opportunities arise and old ones fade away. Technology changes everything and inflation turns one era's good salary into the next era's pittance.

Looking back over four decades demonstrates that things have changed a lot – and will keep right on changing.

1970s

The era of big shoes, long hair, disco music and glam rock was also dubbed the “Me Decade.” Eight track tape players, lava lamps, avocado shag carpet, Chia pets and mood rings all had their heyday.

Mainframe computers filled entire rooms, and handheld calculators were creating a revolution. The Seventies were also the era of stagflation, women entering in the workforce in ever larger numbers and the oil crisis.

Richard Nixon resigned as president and Gerald Ford spent the remaining years of his term in the White House until Jimmy Carter was elected. A 5.4 percent unemployment rate at the beginning of the decade reached above 8 percent by the end of the decade.

- In 1970 the population of the U.S. was 203 million
- 10 percent of the population had completed some college
- 11 percent of the population had completed four or more years of college
- The median income for males was \$8,966
- The median income for females was \$5,323
- Women made up just 37 percent of the total workforce

• A salaried professional male made a median salary of \$11,937 and his female counterpart made \$7,856. Female secretaries made \$5,539 and male construction workers made \$9,494. In manufacturing, males were making \$7,580 and females \$4,559

- The weekly grocery bill for a family with two children (ages 12 to 18) was \$42.90
- The total workforce was 78 million with 37 million in white collar jobs, 27 million in blue collar jobs, 9 million service workers and 3 million farm workers
- More bachelor's degrees were awarded in education than in any other major, followed by social sciences and business and commerce.

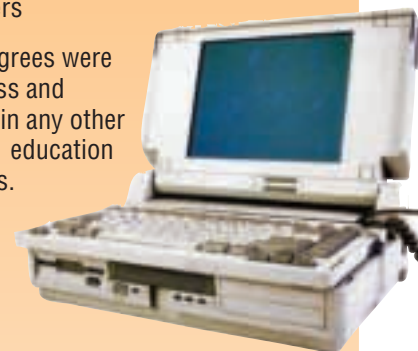


1980s

This was the decade of Yuppies, MTV, new wave and rap music, PacMan, the Rubik's Cube, Flash Dance and Jane Fonda workouts. The world saw the first Windows operating system, the first Apple Macintosh and the first “mobile” phone. The emergence of compact discs sent many LP collections into boxes in the attic and VCRs brought movies into our living rooms.

Ronald Reagan was president, the Berlin Wall fell and unemployment reached a whopping 10 percent.

- In 1980 the population of the U.S. was 226 million
- 14.8 percent of the population had completed some college
- 17 percent of the population had completed four or more years of college
- The median income for males was \$17,054
- The median income for females was \$10,169
- Women made up 42.4 percent of the total workforce
- A salaried professional male made a median salary of \$21,310 and his female counterpart made \$13,701. Female clerical workers made \$9,855 and male clerical workers made \$16,503. In service occupations males were making \$11,923 and females \$7,487.
- The weekly grocery bill for a family with two children (ages 12 to 19) was \$93.80
- The total workforce was 97 million with 50.8 million in white collar jobs, 30.8 million in blue collar jobs, 12 million service workers and 2.7 million farm workers
- More bachelor's degrees were awarded in business and management than in any other major, followed by education and social sciences.





1990s

The decade of grunge rock, hip hop, video games, SUVs and high-tech boom times. *The Simpsons* changed animated TV, cell phone use became ubiquitous, personal computers became common in many households and the World Wide Web exploded.

The decade was dominated by the two-term Clinton presidency and ended with a 4 percent unemployment rate.

- In 1990 the population of the U.S. was 248 million
- 17.3 percent of the population had completed some college
- 21.1 percent of the population had completed four or more years of college
- The median income for males was \$27,430
- The median income for females was \$18,778
- Women made up 45.2 percent of the total workforce
- In professional specialties men were earning a median salary of \$39,449 and women \$27,933. In technical and related support men earned \$31,371 and women \$21,768. Men in service jobs earned \$18,903 and women \$11,669
- The weekly grocery bill for a family with two children (ages 12 to 19) was \$132.30
- The total workforce was 117 million with 30 million in managerial and professional specialties, 36 million in technical, sales and administrative support, 15 million in service occupations, 13 million in precision production craft and repair, 18 million operators, fabricators and laborers and 3.4 million in farming forestry and fishing.
- The top three bachelor's degrees awarded were still respectively business and management, social sciences and education with engineering coming in a very close fourth.



2000s

The era of today. The new millennium was ushered in with Y2K, defined by 9/11, dominated by www, .com, html and all things internet. MySpace and Facebook and cell phones have redefined what it means to be connected. Music has gone digital and TV turned to reality. So far it's been a volatile political and economic period dominated by the war in Iraq, growing concerns over global climate change, stock market plunges, rising gas prices and the rise and fall of the real estate market.



The decade has been dominated by the two-term presidency of George W. Bush and the national unemployment rate is currently 5.1 percent.

- In 2000 the population of the U.S. reached 281 million
- 17.6 percent have complete some college
- 7.8 percent have earned an associate's degree
- 17 percent have completed four years of college
- 8.6 percent have earned advanced degrees
- The median income for males is \$28,269
- The median income for females is \$16,188
- Women make up 46.6 percent of the workplace
- Weekly food costs for a family of four on the "moderate" plan averaged \$165.30
- The total workforce numbers 135 million with 41.8 in managerial and professional specialties, 39 million in technical, sales and administrative support, 14 million in precision production craft and repair, 17 million work as operators, fabricators and laborers, 18 million as service workers and 3.2 million in farming forestry and fishing
- In professional specialties, men are earning a median salary of \$57,164 and women \$36,954. In technical and related support men earn \$58,363 and women \$39,319. Men in service jobs earn \$25,052 and women \$16,873
- Business and management, social sciences and education are still the top three degrees awarded followed by engineering and health sciences.

2010

and beyond

Ah yes, the future. Pull out the crystal ball, spread out the Tarot cards, toss the I Ching coins, consult the tea leaves. While we never know for certain what's ahead, plenty of people are willing to speculate. Every two years the U.S. Bureau of Labor Statistics puts out employment projections for the decade ahead. Here's a sampling of what they foresee.

- By 2016 the population of the U.S. is expected to reach 327 million
- As for college education, 30 percent of all new jobs are expected to require at least short-term, on the job training and 20 percent of all new jobs will require a bachelor's degree
- The workforce will soon be affected by the retirement of the baby boomers. Population growth will slow with much of the increase in U.S. population coming from immigration. Globalization will continue to affect the kinds of employment at home and abroad
- The most recent BLS projections in 2006 put these five at the top of the list of the fastest growing occupations.
 - Network Systems and Data Communications Analysts
 - Personal and Home Care Aides
 - Home Health Aides
 - Computer Software Engineers Applications
 - Veterinary Technologists and Technicians.

Ten fastest growing occupations in North Carolina

2004-2014

(Source: SOICC- NC's Career Resource Network)

- | | |
|--|---|
| • Medical Assistants | • Home Health Aides |
| • Biomedical Engineers | • Dental Hygienists |
| • Physician Assistants | • Dental Assistants |
| • Network Systems and Data Communications Analysis | • Physical Therapists Assistants |
| • Personal and Home Care Aides | • Computer Software Engineers, Applications |

Make a Smart Choice

With Haywood Community College offering over 50 programs of study, it makes sense to begin your education at HCC. Our affordable tuition and the fact that we are close to home make us a sensible choice. Over 50 programs of study makes us a logical choice and our top-notch faculty and staff makes us a wise choice. That all adds up to Haywood Community College being a smart choice for your educational needs.

Students at HCC not only learn skills to prepare them for the workforce but also gain tools to enrich their everyday lives and to impact the lives of people around them. **CF**

Continuing Education Courses at HCC

HCC offers many courses through our continuing education program. From nurses aid or computer technology classes to notary or quilting classes there is sure to be a course of special interest to you. Whether you are looking to upgrade your job skills in your present job, acquire skills for a new job or just want to learn something for the fun of it, we have the classes for you. For more information about our many community and workforce development programs, call 627-4669. A new schedule of classes will be available January 1, 2008.




What will I get paid?

Individual salaries vary based on the region, the size of the employer, and the employee's education, experience and skill level. You can research your potential salary at Salary.com, The Occupational Outlook Handbook at the U.S. Bureau of Labor Statistics Web site (www.bls.gov) or by checking with professional organizations and local employers.

Haywood Community College A-Z

What follows is an alphabetical listing of programs and areas of study offered by Haywood Community College. Call 828-627-4500 for more information, or visit HCC on the web at www.haywood.edu.

Area of Study	HCC Program	Prepares you for	Area of Study	HCC Program	Prepares you for
Accounting	AAS, diploma, certificate	Careers in accounting firms, large and small corporations of varying types preparing financial statements, balance sheets, and tax returns.	Autobody Repair	diploma or certificate	Entry-level employment opportunities are available in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages or dealerships or they may become self-employed.
Associate in Arts	AA	This program is a college transfer program paralleling the freshman and sophomore years of a four-year college or university, for students who want to major in English, communications, foreign language, social science, education, fine arts, or humanities.			
Associate in General Education	AGE	Option I-individualized program, Option II-early childhood emphasis Birth-Kindergarten. This curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth, and development.	Automotive Systems Technology	AAS, diploma, certificate	Employment with dealerships and privately-owned garages diagnosing, servicing and repairing automobiles and light trucks. Graduates should be prepared to take the ASE exam.
Associate in Science	AS	This program is a college transfer program, paralleling the freshman and sophomore years of a four-year college or university, for students who want to pursue four-year degrees in areas of study such as mathematics, engineering, computer science, the sciences, or professional programs that require a strong mathematics and science background.	Biotechnology (collaborative)	AAS	HCC and Asheville-Buncombe Technical Community College have a collaborative agreement wherein an HCC student can complete an AAS degree at A-B Tech. Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.
<div>Other new programs in development at HCC.</div> <div>Diesel Engines Certificate, Sustainable Site Development, and Green Building Certificate</div>			 		

Area of Study	HCC Program	Prepares you for
Building Construction Technology 	AAS, diploma, or certificate	Graduates should qualify for entry level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors.
Business Administration	AAS, diploma, certificate	Employment with governmental agencies, financial institutions and small to large businesses or industry. Available online or in classroom.
Computer Information Technology	AAS, diploma, certificate	Positions in computer systems maintenance and troubleshooting, support and training, and business applications design and implementation.
Cosmetic Arts	AAS, diploma	Employment opportunities are available in full-service salons, as skin/nail specialists, and as platform artists upon passing the State Board Exam.
Cosmetology Instructor	certificate	Graduates of the program may be employed as cosmetology instructors in public or private education and business.
Criminal Justice Technology	AAS (certificate open only to high school students registered in the Concurrent Enrollment Program)	Positions within local, state, and federal law enforcement, corrections, and security as police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional office and loss/prevention specialist. Law Enforcement Agencies may require additional certificates or training academies. Available online or in classroom.
Criminal Justice Technology Alliance Program	AAS and AA	Upon three years of coursework at HCC, qualifying students can transfer to Western Carolina University as seniors for a final year of coursework in the BS degree program in criminal justice.
Early Childhood Education	AAS, certificate, certificate in Infant/Toddler Care	Positions planning and implementing developmentally appropriate programs in preschools, public and private schools, recreational centers, Head Start Programs and school-age programs. Available online or in classroom.



Area of Study	HCC Program	Prepares you for
Early Childhood Associate- Special Education	AAS	Employment opportunities include child development and childcare programs. Preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs. Available online or in classroom.
Early Childhood Associate—Teacher Associate	AAS	Employment as a Teacher's Aide within the NC School System. Available online or in classroom.
Electrical Technology	AAS, diploma, certificate	Job opportunities in residential home wiring, troubleshooting electrical circuit problems, installing motors and controls in homes. Graduates will also be prepared to take the State electrical contracting license exam upon successful completion of the required apprenticeship.
Electronic Engineering Technology	AAS, certificate	Positions as engineering assistants or electronic technicians designing, building, installing, testing, troubleshooting, repairing, and modifying developmental and production electronic components, equipment and systems.
Entrepreneurship	AAS, diploma, and certificate	Graduates will be prepared to open their own small business. Students will learn concepts such as Innovation and Creativity, Marketing, Funding, and Entrepreneurship Issues. Available online or in classroom.
<p>Haywood County is the first area in the state and nation to be certified as an AdvantageWest entrepreneurial community. The county is considered a magnet for entrepreneurs. The Entrepreneurship program at HCC is designed to provide students with the knowledge and skills necessary for employment and growth as self-employed business owners. In addition, HCC has a partnership with Western Carolina University for a 2+2 program in entrepreneurship. After graduation in the Associate in Applied Science program in Entrepreneurship, students will directly transfer to WCU and receive two years of credit toward a bachelor's degree in Entrepreneurship. Students interested in enrolling at HCC can contact David Forester at 828-627-4594 or dforester@haywood.edu.</p>		
Esthetics Instructor	certificate	Graduates of the program may be employed as esthetics instructors in public or private education and business.
Esthetics Technology	certificate	Knowledge and job skills needed to work in a full-service salon, as a platform artist, or to start your own business.
Film and Video Production Technology	AAS	Certificate in video editing and post-production operations. Designed to prepare the graduate for entry-level production positions ranging from television to feature films.



Area of Study	HCC Program	Prepares you for
Financial Services	AAS, diploma, certificate	Graduates may find employment with banks, savings and loans, credit unions, insurance companies, brokerage firms, pension benefit companies, realty firms, and mortgage companies.
Fish and Wildlife Management Technology	AAS	Graduates should qualify as fish and wildlife management technicians with state and federal agencies and private enterprises involved with natural resource management.
Forest Management Technology	AAS	Graduates should qualify for entry into positions as forest technicians with federal, state, and private forestry enterprises.
General Occupational Technology	AAS, diploma, or certificate	Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities. Certificate available online or in classroom.
Geospatial Technology	AAS, diploma, or certificate	Graduates should find employment as field technicians or as database and mapping assistants.



Area of Study	HCC Program	Prepares you for
Horticulture Technology	AAS, diploma, or certificate	Jobs developing, installing and maintaining lawns, shrubs, trees and flowers for residential, commercial, and recreational properties. Also prepares graduates to start their own lawn maintenance business.
Industrial Systems Technology	AAS, diploma, or certificate	Technician positions in manufacturing businesses maintaining heavy equipment.
Machining Technology	AAS, diploma, or certificate	Jobs in industrial and metalworking machinery and equipment manufacturing as computer numeric controlled (CNC) and conventional machine tool operators.
Manicuring Instructor	certificate	Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.
Manicuring/Nail Technology	certificate	Knowledge and job skills needed to work in a full-service salon or to start your own business.
Mechanical Engineering Technology	AAS, certificate in Engineering Design	Employment opportunities in manufacturing, fabrication, research and development and service industries assisting in the design, development, testing and repair of mechanical equipment.



Area of Study	HCC Program	Prepares you for
Medical Assisting 	AAS, Diploma in Medical Insurance Coding	Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.
Medical Office Administration	AAS, diploma, certificate	Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.
Networking Technology	AAS, diploma, certificate	Specialist positions planning, developing, and administering network and communication systems. Graduates should be prepared to sit for certification exams, which can result in industry-recognized credentials.
Nursing	AAS	Healthcare careers treating the sick and injured in hospitals, doctors' offices, clinics and public health agencies. Graduates of this program are eligible to apply to take the National Council of State Boards of Nursing Licensure Examination (NCLEX-RN).
Office Systems Technology	AAS, diploma, and certificate in Executive Administrative Office Assistant	Administrative business office jobs requiring proficiency in operating high-tech office equipment, including computers.
Office Systems Technology-Legal	AAS, diploma, certificate	Graduates should qualify for employment in corporate legal departments, private practices, including real estate and estate planning, and city, state, and federal government offices.
Professional Crafts—Clay 	AAS, diploma	Graduates will be able to open and operate their own pottery studio, work for existing pottery businesses, or transfer to a four-year degree program.

Area of Study	HCC Program	Prepares you for
Professional Crafts—Fiber 	AAS, diploma	Graduates will be able to open and operate their own weaving studio, work for an existing weaving business, or transfer to a four-year degree program.
Professional Crafts—Jewelry	AAS, diploma	Graduates will be able to start and operate their own jewelry studio, work for an established jeweler, or transfer to a four-year degree program.
Professional Crafts—Wood	AAS, diploma	Graduates should be prepared for self-employment, to fill existing positions in the craft industry, or transfer to a four-year degree program.
Telecommunications and Network Engineering Technology	AAS	Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronic engineering assistants or electronic engineering technicians, field service technician, maintenance technician, network system technician, network specialist, network systems integrator, and network administrator.
Therapeutic Massage	AAS, diploma	Employment may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practices.
Veterinary Medical Technology (collaborative)	AAS	HCC and Asheville-Buncombe Technical Community College have a collaborative agreement wherein an HCC student can complete an AAS degree at A-B Tech. Graduates may be employed in veterinary clinics; diagnostic, research, or pharmaceutical laboratories; zoos; academic institutions; or other areas associated with animal care.
Welding Technology 	AAS, diploma, or certificate	Positions with industrial machinery and equipment companies; plumbing, heating, air conditioning contractors, fabricated metal products and transportation equipment manufacturers.

It's Time to Register Now.



Contact Numbers

Advanced Technologies - **828-627-4631**

Arts & General Education - **828-565-4223**

Business & Entrepreneurship - **828-565-4021**

Creative Arts - **828-565-4156**

Health & Human Services - **828-627-4651**

Natural Resources - **828-627-4560**

Bookstore – **828-565-4127**

**Spring Semester Begins
Monday, January 12.**

**Spring 2009 Schedule
of Classes are
available online now.**

**Make note of these important
dates:**

**Advisement & Registration
by appointment for Spring
Semester 2009:**

Now - November 25

Contact your advisor for
an appointment!

Pay Tuition & Fees

Now -January 6

Students who register prior to
January 7th, **MUST** pay their
tuition and fees by 7pm on
January 6th. If payment is not
received by January 6th, their
schedule will be deleted.

Late Registration:

January 7 & 8, 9 am - 7 pm

January 9, 9 am - 4 pm

Orientation for new students:

January 7 at 9 am or 5:30 pm

Online orientation available for
distance learning students at
www.haywood.edu.

COME VISIT: The best way to learn about a place is to see it for yourself. We invite you to come explore our campus and talk with our staff and faculty. Campus tours are given upon request. To schedule a tour, call Student Development Services at (828) 627-4699.

How to get started with college

With any new experience, that first step is always the scariest and the most difficult. At Haywood Community College we have friendly staff and faculty who are willing to guide you toward meeting your educational goals. Following are the steps you need to take to get enrolled at Haywood Community College.

First you must fill out an application for enrollment and send it to the Enrollment Management Office. Applications may be picked up in Student Development Services on campus or they are available online at www.haywood.edu. You can also apply online at www.cfnc.org.

Then, send an official copy of your high school transcript or GED scores and transcripts from any college you have attended to the HCC Enrollment Management Office.

First time college students will probably have to take HCC's Computerized Placement Test, Accuplacer. Don't let taking a test deter you from returning to school. The test is designed to tell us your skill level and whether classes will be needed to build those skills to college levels. Students are exempt from taking the placement test if they have recorded SAT scores of 500 or higher on each section-verbal and math- or a composite ACT score of 21 or higher.

Once your testing is done, you will meet with an enrollment counselor who will help you determine your degree plan and help you select classes. For certain programs of study, you may also be required to meet with an advisor at this point.

Then you should be ready to register and begin taking classes.

Phone: 828-627-4500

In person: Building 1500, Student Development Services

E-mail: enrollment@haywood.edu

